

# **21<sup>st</sup> Century Community Center Grants**

## **Materials for Grant Reviewers**

### **2009**

#### **Purpose:**

21<sup>st</sup> CCLC programs will provide communities the ability to develop or expand on out-of-school-time (OST) programs. These programs will give students opportunities for academic enrichment to help meet the state and local standards in core subjects, especially math and reading. The program should also provide a broad array of additional services including youth development activities, drug and violence prevention programs, counseling programs, and art, music, recreation, technology education and character education programs that are designed to reinforce and complement the regular academic program. Other opportunities offered might include community service, physical activities, and cultural activities. The 21<sup>st</sup> CCLCs will also benefit the families of eligible students by providing opportunities for literacy and related educational development.

The programs should be of highest possible quality and appropriately tailored to address the needs of the students and their families. Programming used should be based on good research that shows it effectively helps children succeed in school. Programs should do a good job of delivering exciting, engaging, and purposeful enrichment activities.

Programs must be located in public schools or other similarly accessible facilities. They must provide a safe environment for students when schools are not in session.

The 21<sup>st</sup> CCLC program provides grants to programs that serve students that attend high poverty schools (40% or higher free and reduced lunches).

#### **SOME POINTS TO KEEP IN MIND:**

- The rating sheets and comments will be shared with applicants (if requested) to assist them in applying for future funding. Please add comments, especially in cases where the score was very high or very low.
- Can you easily coordinate the information in the abstract with the programming description and the budget?
- **THE INFORMATION YOU WILL BE READING AND THE SCORING DECISIONS MADE AT THIS MEETING MUST REMAIN CONFIDENTIAL.**

**2009 SD 21<sup>st</sup> Century Community Learning Center  
Grant Application Rating Form**

Reviewer ID \_\_\_\_\_

Applicant \_\_\_\_\_

Will the applicant be serving schools in school improvement? Yes \_\_\_ No \_\_\_

Is the applicant submitting an application in which there is a joint effort demonstrated between a qualifying Local Education Agency (LEA) and at least one other organization or is this not possible in this instance because of geographic proximity? Yes \_\_\_ No \_\_\_

General Check-off: (ALL SECTIONS REQUIRED.)

\_\_\_\_\_ Cover page with complete information about applicant

\_\_\_\_\_ Table of contents – one page

\_\_\_\_\_ Program summary

\_\_\_\_\_ Site list and demographics on each site (must show that 40 percent of students served qualify for free and reduced meals, or if several districts are combined, a majority (more than 50 percent) of the students served must qualify for free and reduced meals)

\_\_\_\_\_ Abstract

\_\_\_\_\_ Program narrative – no more than 20 pages, double spaced

\_\_\_\_\_ Budget information/summary sheet must be filled out completely

a. Must be for five years

b. Must be for at least \$50,000 per year (disqualified if for less)

c. Must not be for more than \$150,000 per year

\_\_\_\_\_ Budget narrative – a brief description of categorized distribution of dollars

\_\_\_\_\_ Attachment A - Signed assurances

\_\_\_\_\_ Attachment B - Financial management questionnaire

\_\_\_\_\_ Attachment C - Affirmation of Consultation with Private School Officials (If applicable)

\_\_\_\_\_ Attachment D - GEPA 427 information

\_\_\_\_\_ Attachment E - Collaboration and Partnership agreements

\_\_\_\_\_ Appendix (Optional and limited)

**SCORE:**

Criterion 1 (10) \_\_\_\_\_

Criterion 2 (40) \_\_\_\_\_

Criterion 3 (20) \_\_\_\_\_

Criterion 4 (20) \_\_\_\_\_

Criterion 5 (10) \_\_\_\_\_

**TOTAL SCORE FOR GRANT APPLICATION (Possible 100 points) \_\_\_\_\_**

## CRITERION 1 – NEED FOR PROJECT (10 points)

In scoring this area consider if the applicant cited **convincing** evidence that community students are at risk of educational failure with data in fields such as:

- number of students at 40% or higher free and reduced lunch
- number of low performing students
- number of seriously impaired students
- dropout rate
- literacy rate
- educational level
- poverty rate
- other

Are the facts and figures sited representative of this community and not just general information?

Are there other programs currently available to serve these children?

Need(s) listed:

Need addressed:

	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Minimal/Weak 1 2 3	Adequate 4 5 6 7	Extensive/Strong 8 9 10
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Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Possible points – 10 \_\_\_\_\_

## CRITERION 2 – QUALITY OF PROJECT DESIGN (40 points)

(This criterion may also be reviewed by representative student groups.)

The scoring in this criterion is to address five areas:

- A. **(10 points)** To what extent are the goals, objectives, and outcomes to be achieved by the proposed project clearly specified and measurable?

Minimal/Weak	Adequate	Extensive/Strong
1 2 3	4 5 6 7	8 9 10

- B. **(10 points)** To what extent is the design of the proposed project appropriately addressing the needs of the target populations or other identified needs?

Minimal/Weak	Adequate	Extensive/Strong
1 2 3	4 5 6 7	8 9 10

- C. **(10 points)** To what extent does the proposed program design provide an interesting, challenging, and meaningful experience for the young people involved (note descriptions of typical after-school and/or summer day experiences for students)

Minimal/Weak	Adequate	Extensive/Strong
1 2 3	4 5 6 7	8 9 10

- D. **(5 points)** To what extent are policies in place/proposed regarding areas such as attendance, handling of injuries, discipline, communication with parents, etc.

Minimal/Weak	Adequate	Extensive/Strong
1 2	3	4 5

- E. **(5 points)** To what extent will the evaluation of the program be used to refine, improve, and strengthen the program?

Minimal/Weak	Adequate	Extensive/Strong
1 2	3	4 5

Comments: \_\_\_\_\_

Weeks/Days/Hours of afterschool program \_\_\_\_\_

Weeks/Days/Hours of summer program \_\_\_\_\_

Possible points - 40 \_\_\_\_\_

### CRITERION 3 – ADEQUACY OF RESOURCES (20 points)

Consider the following while scoring this section. Has the applicant considered the following?

- Is there a credible amount of support for things such as:
  - facilities
  - personnel
  - equipment
  - supplies
  - funding staff
  - transportation
  - dissemination of information, etc.
- Are the costs reasonable for the numbers of persons served, anticipated results, and benefits?
- If fees are to be charged, how will they be used? Is there a plan for those who cannot afford it?
- If to fund an existing program will funds supplement and not supplant?

Number of children anticipated to be served annually..\_\_\_\_\_

Amount of money requested per year from grant\_\_\_\_\_

Minimal/Weak						Adequate								Extensive/Strong					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

Comments:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Possible points – 20 \_\_\_\_\_

## CRITERION 4 – QUALITY OF MANAGEMENT PLAN (20 points)

The scoring in this criterion is to address two areas:

**A. ( 20 points)** Is there information to show that the management plan is adequate to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing the project tasks?

- Is there a detailed budget and budget narrative?
- Do the costs seem appropriate for the number of children involved and the programming prescribed?
- Are staffing needs, qualifications and responsibilities clearly defined? Is a list of qualifications/resume for the project director included?
- What is the type, quality, and quantity of initial and ongoing staff training and how will that training be provided and funded? (\$2,000 minimum required for professional development)

**B.** Is there a consideration for sustainability of the program after the federal funding ceases?

**C.** Has the applicant provided required and approved financial documentation? (See check off on page 2) This must include:

- budget
- budget narrative
- financial management questionnaire

Minimal/Weak						Adequate								Extensive/Strong					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Possible points – 20 \_\_\_\_\_

## CRITERION 5 – COOPERATION (10 points)

Does the application demonstrate cooperation and participation with other entities in the community and/or coordination of state and federal funds?

- A. (7 points) Has the applicant demonstrated that they have support of the appropriate school-day programs and school management teams from LEAs (Local Education Agency) that serve the children targeted in this grant? (Collaboration and Partnership agreements **MUST** be present for each school that the targeted children are attending.)

Minimal/Weak		Adequate			Extensive/Strong	
1	2	3	4	5	6	7

\_\_\_\_\_

- B. (3 points) To what extent will the proposed project establish linkages with other appropriate agencies and organizations providing services to the target population? (Collaboration and Partnership agreements are present for each of the partners listed.)

Minimal/Weak	Adequate	Extensive/Strong
1	2	3

\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Possible points - 10 \_\_\_\_\_